



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

DELEGATED EXAMINING UNIT FOR THE
OFFICE OF PERSONNEL MANAGEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION

ISSUE DATE: April 6, 2004
CLOSING DATE: April 20, 2004

ANNOUNCEMENT NUMBER
OMB-04-36-MJ

Title, Series & Grade:
PROGRAM EXAMINER
GS-0301-13/14
(\$72,108 - \$110,775)

Vacancy Location:
Office of Management and Budget
International Affairs Division
Economic Affairs Branch
Washington, DC 20503

FULL PERFORMANCE LEVEL: GS-15

MORE THAN ONE POSITION MAY BE FILLED THROUGH THIS ANNOUNCEMENT.

AREA OF CONSIDERATION: Open to All Sources.

PLEASE NOTE: To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to EOPJOBS@OA.EOP.GOV or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.

DUTIES: Serves as a Program Examiner in the Economic Affairs Branch within the International Affairs Division in the Office of Management and Budget. The incumbent is responsible for analysis in the areas of U.S. foreign affairs, foreign assistance and/or trade related programs.

The incumbent is expected to: (1) conduct analyses of policy, program, budgetary and management issues related to program areas; (2) monitor and analyze legislative proposals and testimony for conformance with the policies and priorities of the President; (3) identify management issues requiring review and analysis; (4) review and prepare formal budget submissions, amendments, supplementals, and other necessary materials to support Presidential programs; (5) initiate and monitor analytical work on program and policy issues within areas of responsibility; and (6) develop options based on detailed analysis, frequently of a quantitative nature.

MINIMUM QUALIFICATION REQUIREMENTS: Applicants must have a minimum of one year of specialized experience at a level of difficulty and responsibility comparable to the next lower grade in the Federal service. Specialized experience is experience directly related to the work of the position to be filled, which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. **NOTE: This announcement contains Selective Factors that are considered a basic requirement of the position. Applicants who do not meet these factors WILL NOT receive further consideration.**

SELECTIVE FACTORS: Candidates should prepare, using specific examples, a brief description of their qualifications as they relate to each of the selective factors listed below. Failure to address these factors **WILL** result in a rating of **INELIGIBLE**. Candidates who do not meet these factors are ineligible for this position.

1. Demonstrated experience applying quantitative and qualitative analysis to international public policy issues.
2. Demonstrated experience in budgeting and international issues, including international relations and diplomacy, economic development, trade or finance, with particular emphasis on analytical thinking and writing.

QUALITY RANKING FACTORS: Candidates must prepare, using specific examples, a brief description of their qualifications as they relate to each of the quality ranking factors listed below. Each candidate who meets the minimum qualifications and the Selective Factors listed above, will be rated and ranked based on their responses to the Quality Ranking Factors listed below. Failure to address these factors **WILL** result in a rating of **INELIGIBLE**.

1. Ability to summarize and analyze complex information and data, to spot trends in material being reviewed, to present quantitative and/or qualitative information in a clear, concise fashion, and to work independently toward defensible solutions or recommendations for complex problems.
2. Experience or education in international trade and finance, development economics, and international investment.
3. Ability to communicate effectively both orally and in writing. (**Applicants should submit one BRIEF writing sample no more than 10 pages.**)
4. Familiarity with foreign affairs and/or international economic concepts and issues as demonstrated through advanced academic training and/or general knowledge and experience.
5. Ability to operate in a complex policy environment and to manage complex and sometimes contentious policy processes to achieve desired results, working with colleagues in OMB and in other U.S. Government agencies, as demonstrated through prior experience.

BASIS OF RATING: No written test is required. Applicants will be rated based on an evaluation of their experience/education as described in the application **AND** on their responses to the Selective and Quality Ranking Factors listed above. **APPLICANTS SHOULD ADDRESS EACH SELECTIVE FACTOR AND EACH QUALITY RANKING FACTOR SEPARATELY ON PLAIN PAPER.**

STATUS APPLICANTS: Current Federal employees serving under permanent appointments in the competitive service, or former Federal employees with reinstatement eligibility, will be considered under the agency's Merit Promotion procedures. Those status applicants who want to receive consideration under the competitive delegated authority procedures of this announcement must submit two applications. Mark one application "Merit Promotion" and the other "Delegated Examining."

NOTE: Applicants who do not indicate their lowest acceptable grade/salary will be considered only at the highest grade for which they qualify. For example, if you qualify at the GS-11 level, and you have not indicated that you would accept a lower grade, you will be only considered at the GS-11 level.

HOW TO APPLY:

ALL APPLICANTS MUST SUBMIT ONE OF THE FOLLOWING:

- OF 612, Optional Application for Federal Employment; -OR-
- Resume or other written format that includes the information identified in OF-510, Applying for a Federal Job;

OTHER REQUIRED DOCUMENTS:

- If you are a current or former Federal Employee please provide your latest SF-50 “Notification of Personnel Action” and your most recent Performance Appraisal;
- On a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective and Quality Ranking Factors listed above.

IF YOU ARE CLAIMING VETERAN’S PREFERENCE:

- You must clearly identify your claim for veteran’s preference on your application
- If claiming 5 point veteran’s preference, you must submit a copy of your DD 214 or other proof of entitlement;
- If claiming 10 point veteran’s preference (based on service connected disability), you must submit a copy of your DD 214, and SF 15, and a copy of your Department of Veterans Affairs letter dated within the last 12 months (or other required proof).

OTHER INFORMATION:

- Applicants will be notified of receipt of application and again at the point of selection/non-selection by the servicing personnel office.
- Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant’s qualifications will be evaluated solely on the information submitted in their applications.

OTHER REQUIREMENTS:

- A security clearance will be conducted. Applicants selected for employment must be 18 years old when appointed.
- The applicant tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency’s random drug testing program.
- As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.
- Male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

WHERE TO APPLY:

Completed form(s) must faxed to:
Executive Office of the President
Office of Administration
Human Resources Management Division
(202) 395-1194/1262

- Applications will also be accepted electronically. Please submit your application to **EOPJOBS@OA.EOP.GOV**.
- Applications must be received by the closing date.
- Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.
- Applications will not be returned.
- You must include the announcement number on your application.

- Applicants will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical handicap. Disabled applicants, Disabled Veterans or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status are eligible to apply to announcements limited to status candidates and should clearly specify their special eligibility on their application.

- Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.

- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

SPECIAL NOTE

Displaced employees requesting special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP). If you are a displaced Federal employee, you may be entitled to receive priority consideration under the ICTAP. To receive consideration you must:

1. Be a displaced Federal employee. The following categories of candidates below (A and/or B) are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation notice, letter from OPM, or a Certificate of Separation from your agency documenting your priority consideration status.
2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement under section 8337 (h), or 8456 of title 5 United States Code;

OR

1. Current or former career or career-conditional (tenure group 1 or 2) competitive service employees who: received a specific RIF separation notice; or separate because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or retired with a disability and whose disability annuity has been or is being terminated; or upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in Lieu of RIF"; or under the discontinued service retirement option; or was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
2. Be applying for a position at or below the grade level of the position from which you were being separated. The position must not have greater promotion potential than the position from which you are being separated.
3. Have a current performance rating of record (or last) of at least fully successful or equivalent (does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria.
6. Be rated well qualified for the position. To be considered well qualified you must earn a score of 90 or above (prior to the assignment of veterans' preference points) on the rating criteria developed for this position. Applicants must address the selective and quality ranking factors in order to receive a rating.